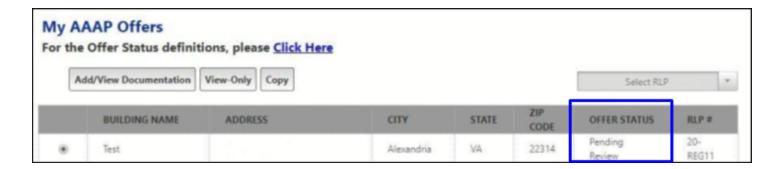
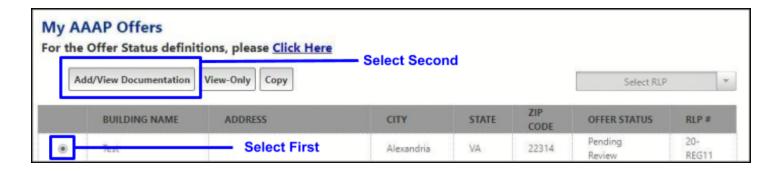
How to Submit Additional Documents in the Automated Advanced Acquisition Platform (AAAP)

If Your Offer is in Pending Review:

If GSA has identified your offer as the apparent successful offer, you will receive a letter requesting additional documentation to determine if your building will meet all of the Government's requirements. When you log in to AAAP, the offer's status will read "Pending Review."



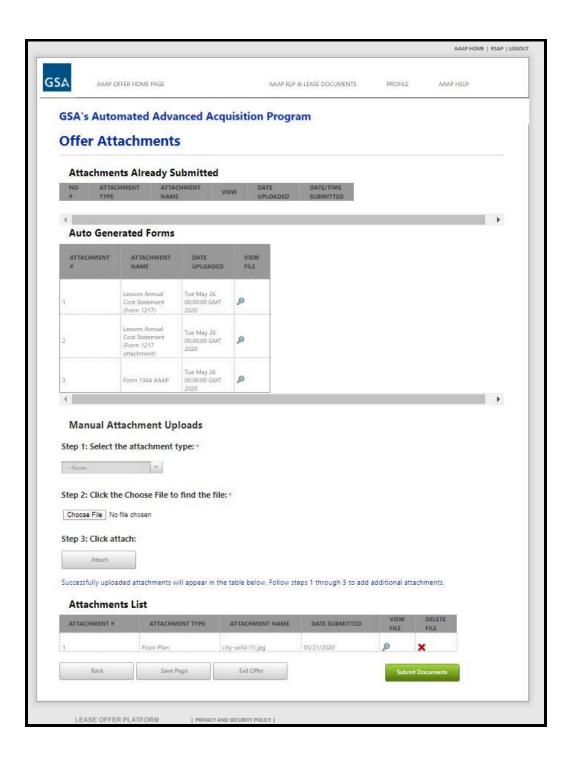
To add documents to your offer, select the radial button to the left of the building name and then click the "Add/View Documentation" button, which is located above the table. Make sure you select the radial button that corresponds to the building with the "Pending Review" status.



Offer Attachments Page:

The attachments page for your offer will show the Auto Generated forms created by the system, as well as any attachments uploaded by you at the time of submission.

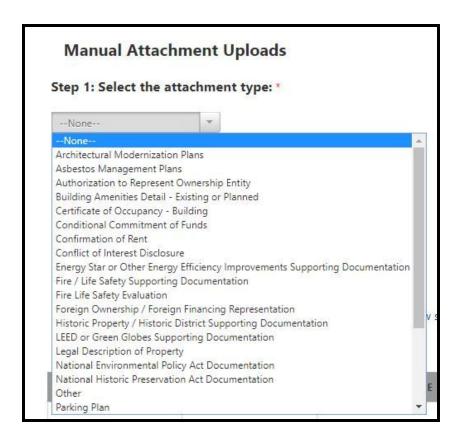




Add Offer Attachments:



You will now have the option to upload additional documents to this record in response to the Due Diligence letter. Select the appropriate attachment type from the dropdown menu under Step 1, click "Choose File" to select the file you wish to attach (Step 2), and click "Attach" (Step 3).



The attachment types are:

- Confirmation of Rent
- Test Fit Layout
- Conditional Commitment of Funds
- Proof of Local Zoning Compliance
- Proof of Property Ownership or Control
- Historic Property / Historic District
 Supporting Documentation
- Conflict of Interest Disclosure
- Fire / Life Safety Supporting Documentation
- Legal Description of Property
- Parking Plan
- Architectural Modernization Plans
- Asbestos Management Plans
- Scaled Floor Plans / CAD Drawings
- Vending Facility Exclusivity Arrangements

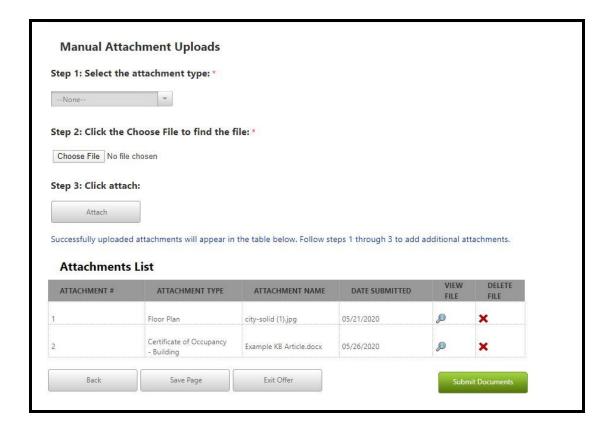
- Building Amenities Detail Existing or Planned
- Energy Star or Other Energy Efficiency
 Improvements Supporting Documentation
- National Environmental Policy Act Documentation
- National Historic Preservation Act Documentation
- Small Business Subcontracting Form
- Certificate of Occupancy Building
- Foreign Ownership / Foreign Financing Representation
- LEED or Green Globes Supporting Documentation
- Other



Note: Your letter from GSA will indicate which documents you are required to submit.

Complete the Attachments Page:

Once you have successfully uploaded your documents, they will appear in the Attachments List at the bottom of the page. In this table, you can view the files to confirm that the proper documents have been uploaded and delete files that may have unintentionally been uploaded. Once the package of documents is ready, **Click** "Submit Documents" to transmit the attachments to **GSA**.



Per the instructions in your due diligence letter, Offerors are encouraged to upload due diligence documents as they become available.

